P435
EMPLOYEE LEAVE DATA

SCREEN PURPOSE

Agency payroll uses the P435 Employee Leave Data screen to update an employee's leave balances manually. The screen also displays leave activity entered on the P003 and P004 Time Capture and the P050 Gross Pay Adjustments on File screens.

The transactions from all sources remain on the screen until the next leave accrual process runs. See the Statewide Payroll Reference Manual, Payroll Processes, Leave Accrual and Reporting.

This screen is concurrent job number and leave type specific.

ALSO KNOWN AS

P435

PREREQUISITES, IF ANY

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SCREEN ACCESS KEY SEQUENCE

P435 SSN or Employee ID agency CCJ# leave type (P430 OR####### ##### # AA)

SSN = social security number (#########). Do not enter the hyphens. Enter any leading zeroes. Either the SSN or the Employee ID is required.

Employee ID = employee identification number, OR#######. Either the SSN or Employee ID is required.

Agency = OSPA agency number (#####). Optional. If you have logged on with an agency number (rather than ALL), OSPA will default to that agency.

CCJ = concurrent job number (#, 1-9). Optional. The records on this screen are concurrent job specific. If you do not enter a number, OSPA will default to 1.

Type = LV TP from the P430 Employee Leave Data screen. Optional. This screen is leave type specific. If you do not enter a leave type, OSPA will display the first one displayed on the P430 screen; you can then press [ENTER] to scroll through the leave types; or, you can enter a specific type as part of the inquiry and go directly to that record.

SCREEN ELEMENTS

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 A            B         C    D  E                    F
P435    999999999 99000 1 SL              EMPLOYEE LEAVE DATA
 G   EMPLOYEE, TAYLOR                H  LV09 ENTER UPDATES OR NEW KEY
 I    J    K    L      M    N        O      P      Q        R          S          T        U
 J  SVC  LV  USE   ACCR ACCR    MAX    MAX   MAX   ACCRUAL     REMAIN     TIME      LAST
 B  CD   TP  WAIT   MO  RATE    ACCR   USE   MO  V   BAL         ADV        LOST      ACTV

 W 1  1  SL  00    00  8.00  9999.0  X  .0  00 FWD    8.00       .00        .00      000000
   LV BAL DT CUR/CONT 0331XX/0331XX    Y    CUR    7.60       .00        .00
    Z           AA          BB        CC        DD        EE          FF           GG
    ADJ OR      CLR ACCT  HOURS    REMAIN    TIME     LV EXP      ENTRY
 HH TRFR FM/TO  OTHR JOB  LEAVE     ADV       LOST     DATE        DATE      COMMENTS

   ?    A                  1.60       .00        .00   000000     0421XX     FEB ACCRUAL
   ?                       2.00-      .00        .00   000000     0430XX     DETL LABOR
   ?
   ?
   ?
   ?
   ?
   ?
   ?
   ?
```

LEGEND

No.	Description
A	Screen designation, required part of screen access key sequence
B	Employee's SSN (#########) or Employee ID (OR#######). Part of the screen access key sequence, required.
C	Employee's agency number (####), optional part of the screen access key sequence. If you signed on with an agency number (rather than ALL), this field is optional – OSPA will default to your sign-on agency.
D	CCJ# (#, 1-9), optional part of the screen access key sequence. If you do not enter the CCJ #, OSPA will default to CCJ #1.
E	Leave type (AA), optional part of the screen access key sequence. If you do not enter a specific leave type, OSPA will display the first leave type listed on the P430 Employee Leave Data screen for this employee.
F	Screen title. Protected.
G	Employee's name from the P030 Job Status Data screen. Protected.

No.	Description
H	Area for screen messages. See Screen Message Codes below.
I	Concurrent job number (#, 1-9). This screen is CCJ# specific.
J	LEAVE ACCRUAL SVC CD from the P030 Job Status Data screen. Designates the monthly ACCR RATE on the PTB1 Payroll Benefit Package Table screen that LARS will use to accrue the employee's vacation leave. Protected.
K	Two-digit code that indicates the pay (leave) type. See Notes, LV TP *. Protected.
L	Number of employment months before the employee may use this pay type. From the WAIT field on the PTB1 Payroll Benefit Package Table screen. Determined by bargaining agreement or statewide policy. Protected.
M	Calendar month LARS will give eligible employees a leave balance for this accrued leave type. For example, with June accruals LARS gives eligible employees a new Personal Business (PB) balance for the new fiscal year. From the ACCR MO on the PTB1 Payroll Benefit Package Table screen. Determined by bargaining agreement or statewide policy. Protected.
N	Rate at which a full-time employee would accrue this leave type. For part-time and job share employees, LARS pro-rates the actual accrual. From the ACCR RATE on the PTB1 Payroll Benefit Package Table screen. Determined by bargaining agreement or statewide policy. Protected.
O	Maximum balance the employee may have of this leave type. From the MAX ALLWD on the PTB1 Payroll Benefit Package Table screen. Determined by bargaining agreement or statewide policy. Protected.
P	The maximum number of hours of this leave type an employee may use in a defined period. From the MAX USE on the PTB1 Payroll Benefit Package Table screen. Determined by bargaining agreement or statewide policy. Protected.
Q	Calendar month that this leave type balance goes to zero. For example, each June LARS reduces the personal business (PB) balance to zero for the old fiscal year. In October, it reduces governor's leave to zero. From the MO on the PTB1 Payroll Benefit Package Table screen. Determined by bargaining agreement or statewide policy. Protected.
R	Balance the employee had / has of this specific leave type, see V, Y and Notes. Protected.
S	Balance of accrued sick or vacation leave advanced to the employee that LARS has not offset with the monthly accruals. During each leave accrual, LARS will reduce this negative balance by any leave accrued until the balance is zero. See V, Y and the Statewide Payroll Reference Manual, Payroll Processes, Leave Accrual and Reporting. Protected.

No.	Description
T	Cumulative balance of the hours of this leave type the employee has lost. It may be leave accrued in excess of the MAX ACCR and therefore lost. It may also be a remaining personal business leave balance at the end of the fiscal year. See V and Y. Protected.
U	Date of the last activity for this leave type, MMDDYY.
V	The leave balance brought forward from the last leave accrual, protected
W	The last day of the most recent pay period in which this leave type was used or adjusted (MMDDYY). Protected.
X	The last day of the pay period in which this leave type was first used or adjusted (MMDDYY). Protected.
Y	The current leave balance after any entries made since the last leave accrual on the P003 and P004 Time Capture, P050 Gross Pay Adjustments on File or P435 Employee Leave Data screens, , protected
Z	Indicates the kind of transaction. Possible values include: A = adjustment to the leave balance F = transfer from the clearing account or another concurrent job T = transfer to the clearing account or another concurrent job
AA	When transferring leave, indicates the source or the destination of the transfer. Possible values include: C = clearing account # = another concurrent job (1-9). This transfers leave posted to one concurrent job to another concurrent job.
BB	Number of hours for this transaction (####.##). Depending upon the type of leave and the purpose of the transaction, may be a positive or negative (8.00-) number. See Notes, Accrued / Non-accrued Leave.
CC	Number of hours of sick or vacation leave that is being advanced (####.##). When you accrue leave prior to the leave accrual program running for the month, offset the HOURS LEAVE by entering the same amount in the REMAIN ADV with a negative sign (8.00-). They must cross-foot to zero. See the Statewide Payroll Reference Manual, Payroll Processes, Leave Accrual and Reporting.
DD	Used to adjust the TIME LOST CUR balance. For example, use it when you are restoring CT when the employee has exceeded the MAX ALLWD, lost CT hours and is eligible for a payoff. See the Statewide Payroll Reference Manual, Payroll Processes, Leave Accrual and Reporting.

No.	Description
EE	Required field when you transfer leave to the Clearing Account. If the leave is still in the clearing account after the date entered (MMDDYY), LARS will zero out the balance during the next leave accrual. Governed by bargaining agreement or state policy.
FF	Calendar date entry was made, MMDDYY. System generated, protected.
GG	Twelve alphanumeric characters that describe the reason for the transaction. Required when entering a transaction. Displayed on the E460 Leave Accrual – Adjustments and Transfers report (REASON ADJ) and the B470D and B470C Leave Accrual Detail Transaction Registers (REASON/LIABILITY), see the Statewide Payroll Reference Manual, OSPA System Related Documentation, Report Descriptions.
HH	Type of action. Required when entering a transaction. Possible values include: A = add a new transaction C = change an existing transaction D = delete an existing transaction

NOTES

LV TP = * – The lines with an * are summary hours for different employment statuses with the agency. LARS uses two fields on the P030 Job Status Data screen to categorize and summarize the employee's hours worked for the agency. Possible values include:
- *F = PT-FT CD = F (full-time)
- *J = PT-FT CD = J (job share)
- *N = PT-FT CD ≠ F, J, or P and APPOINT TYP CD ≠ S or T
- *P = PT-FT CD = P (part-time)
- *S = APPOINTMENT TYP CD = S (seasonal)
- *T = APPOINTMENT TYP CD = T (temporary)

The fields display up to four whole numbers (####.##). If the table contains a number >9999.99 hours, the left digits will not display.

The values for these lines represent the following.
- ACCRUAL BAL = total number of hours worked with the agency and this employment status
- REMAIN ADV = total hours worked in the fiscal year (July 1 to June 30)
- TIME LOST = total hours worked in the calendar year (January 1 to December 31)

The OSPA / LARS databases retain data for an employee for two tax years after the employee leaves the agency. If the employee leaves the agency and returns before OSPS purges the data, the cumulative * ACCRUAL BAL on the P430 screen will include the prior as well as the current time with the agency.

Multiple Screens – If there are more transactions than will display on one screen, press [ENTER] to scroll through the screens. In addition, [F8] will display the next screen and [F7] will display the prior screen.

Positive / Negative Balance – The following leaves may accumulate over time and have a positive balance:
- Compensatory time accrued (CTA)
- Donated hardship (DH)
- Personal business (PB)
- Sick leave (SL)
- Straight time accrued (STA)
- Vacation (VA)

When the employee reports leave taken, LARS subtracts the hours from the existing balance. Generally, the application has edits that prevent the employee from having a negative balance for these leave types.

The balances for other leave types are negative and reflect hours of leave used.

Transferring Leave to the Clearing Account – We use the clearing account to store leave balances for employees who transfer to another state agency or leave state service.

You can transfer the following leave types to the clearing account:
- Military leave (ML)
- Personal business (PB)
- Pre-retirement leave (PR)
- Sick leave (SL)
- Vacation leave (VA)

The leave balances will remain in the Clearing Account until transferred out or they expire (LV EXP DATE).

For transferring employees, the losing agency transfers the balances to the clearing account; the gaining agency can pick them up from the clearing account. If a separated employee returns to state service, the new agency can re-instate the employee's leave from the clearing account.

See the Statewide Payroll Reference Manual, Payroll Processes, Leave Accrual and Reporting, Transfers and Separations.

SCREEN MESSAGE CODES

Code	Message with Code	Description
LV01	PARAMETERS INVALID	Message appears when no parameters are listed when first entering screen
LV02	INVALID LEAVE TYPE	Code entered in parameter is not a leave type on the PTB1
LV03	NO LEAVE DATA FOR THIS JOB STATUS	No leave data found for the parameter entered
LV04	NO LEAVE DETAIL EXISTS	No leave detail data exits for information entered in parameter
LV05	EMPLOYEE ACCESSED	Employee record has been accessed since this screen has been displayed, please clear and refresh
LV06	JOB STATUS IS NOT PRESENT	Job status was not found for parameter entered.
LV07	NO BENEFIT PACKAGE RECORD	No benefit package found for parameter entered.
LV09	ENTER UPDATES OR NEW KEY	Enter updates to record or press new key for additional information for parameters entered
LV10	NO JOB STATUS FOR GPA / TIME	Not a current job status on the P030 Job Status Data
LV20	FIELDS MODIFIED	Fields on one of the lines have been modified, but no action type has been entered over the "?".
LV21	TRANSACTION MUST BE A, C, D	Fields on one of the lines have been modified, but no action type has been entered over the "?".
LV22	INVALID CHANGE, CANNOT MODIFY	Record type must exist if the transaction type equals 'C' or 'D'
LV24	ADJ/TRF INVALID	ADJ/TRFR field must equal 'A', 'F' or 'T'
LV25	CANNOT CHANGE ADJ/TRFR IND	Cannot change from 'adjustment to transfer' or 'transfer to adjustment'
LV26	FROM/TO INVALID	From/To field must be a space for an adjustment and 'C' or 1 thru 9 (but not for the same job) for a transfer
LV27	OTHER JOB DOES NOT EXIST	Other job status does not exist on database
LV28	INVALID LV TYPE FOR CLR ACCT TRAN	Leave type cannot be transferred to clearing account
LV29	HOURS LEAVE INVALID	Hours must be numeric
LV30	REMAIN ADVANCE INVALID	Remaining advance hours must be numeric
LV31	REMAIN ADVANCE INCOMPATIBLE	Remaining advance hours are not equal to SL or VA
LV32	TIME LOST INVALID	Time lost hours must be numeric
LV33	TIME LOST INCOMPATIBLE	Time lost hours not valid leave type

Code	Message with Code	Description
LV34	HOURS MUST NET TO ZERO	For a leave adjustment and job to job transfer: if more than one hour has been entered, they must net to zero
LV35	LEAVE DATE INVALID	Entry in LV EXP Date field is invalid.
LV36	LEAVE DATE INCOMPATIBLE	Entry in LV EXP Date file is allowed on clearing account transfer 'To' the leave clearing account
LV37	OTHER JOB LEAVE MISSING	Addition job status record not found on database
LV38	COMMENTS MISSING	Comments must be entered in comment field
LV40	CANNOT CHANGE "T" TO "F"	Cannot change To/From on a transfer
LV43	HRS FOR "VA" AND "B" INVALID	If hours are VA and a "B" transfer, Remain Adv and Time Lost must be zero and hours must be < zero
LV44	DONATIONS GREATER THAN ONE HOUR	Donated time cannot exceed one hour, unless agency equals 'All'
LV45	MUST BE SPECIFIC BENEFIT	Benefit package must equal 'CO' 'CS' or 'CX' to perform transaction
LV46	CAN ONLY BE TRANSFER TO THE BANK	Leave can only be transferred to the bank
LV47	CANNOT TRANSFER TO THE BANK	Cannot transfer leave to bank Must be 'VA' or 'NL' when 'B'
LV90	SECURITY ERROR	Security error, person not allowed to perform action requested.
LV91	DATA BASE NOT AVAILABLE	Database not available. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
LV92	TRANSACTION COMPLETE	Transaction completed
LV93	HISTORY FILE NOT OPEN	History file not open. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
LV94	BENEFIT FILE NOT OPEN	Benefit file not open. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
LV95	SHR LEAVE DATE FILE NOT OPEN	Share leave date file not available. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
LV96	SHR LEAVE DATE RECORD NOT FOUND	Share leave date record not found. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
LV97	SHR LV DATE RECORD ERROR	Share leave date record error - record not posted. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
	TRANSACTION DIFFICULTY -- PLEASE CALL CENTRAL PAYROLL AND GIVE THEM THE FOLLOWING CODES: (SPECIFIC SYSTEM CODE WILL FOLLOW DEPENDING ON ISSUE)	Database Error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer

See the Statewide Payroll Reference Manual, OSPA System Related Documentation, Codes, Screen Message Codes for an alphanumeric list.

OSPA REASONABILITY EDITS

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SUPPORTING DOCUMENTATION

Remember to carefully and thoroughly document all adjustments you make on the P435 screen and to add COMMENTS that will provide an audit trail.

OSPA SCREEN INTERACTIONS

See the Statewide Payroll Reference Manual, OSPA System Related Documentation, Screen Descriptions for additional information.

AFFECTED BY

P003 Time Capture – Agency payroll and timekeepers use the P003 screen to enter an employee's time and attendance from a paper timesheet. When you save an entry that includes a leave pay code, OSPA creates a transaction on the P435 screen with COMMENTS = DETL LABOR.

P004 Time Capture – Employees with On-line Daily Time (ODT) use the P004 screen to enter their own time and attendance in OSPA. When the employee saves the entry that includes a leave pay code, OSPA creates a transaction on the P435 screen with COMMENTS = DETL LABOR.

P050 Gross Pay Adjustments on File – Agency payroll uses the P050 screen to pay-off leave. When you save a pay-off transaction that has RATE and UNITS, OSPA creates a transaction on the P435 screen. The COMMENTS field on the P435 screen will have GR PAY ADJ.

DIRECTLY AFFECTS

P420 Leave Clearing Account Balances – The P420 screen displays the leave balances the employee has in the Leave Clearing Account. You can move leave to and from the clearing account on the P435 screen.

P430 Employee Leave Data – The P430 screen displays the cumulative balance for any leave the employee has taken or accrued. When you save transactions on the P435 screen, OSPA adjusts the balances on the P430 screen.

INDIRECTLY AFFECTS

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CATEGORY / SCREEN CLASSIFICATION

Leave Accrual and Reporting System, General Information, Update

REVISION HISTORY

Date	Rev. No.	Modification
12/16/05	1.0	Original
02/14/08	1.1	Add LV10 screen message
06/03/09	1.2	WR#3515, research *N LV TP
03/22/10	1.3	WR#3560, 3572, 3581, 3593, furloughs; appendix to codes; Leave Handbook
03/10/11	1.4	WR#3725, leave types with .00 balance will remain on the P420 until agency transfers the leave or the leave expires
11/02/11	1.5	More than one screen of transactions
05/17/12	1.6	Correct V FWD, Y CUR, T TIME LOST, DD TIME LOST. Clarify EE LV EXP DATE
04/24/14	1.7	WR# 4099 discontinue furlough usage